



June 2013

Department of Resources Recycling and Recovery (CalRecycle)

BEVERAGE CONTAINER RECYCLING GRANTS (COMPETITIVE) PROGRAM APPLICATION GUIDELINES, SCORING CRITERIA & INSTRUCTIONS

RBC25 – Fiscal Year (FY) 2013/14

Revised 6/15/13

Table of Contents

GRANT CYCLE OVERVIEW.....	2
Eligible Applicants	2
Regional Application Requirements	2
Eligible Projects	2
Available Funds.....	2
Notice To Proceed	3
Grant Term	3
Eligible Costs	3
Ineligible Costs.....	3
Question-And-Answer Process	3
Timeline For Beverage Container Recycling Grant	4
APPLICATION INSTRUCTIONS	5
Application Access.....	5
Application Contents And Instructions	5
Application Deadline.....	7
APPLICATION DOCUMENTS	8
Calrecycle Documents.....	8
Scoring Narrative Criteria	8
Work Plan.....	9
Budget	10
APPLICANT'S DOCUMENTS	10
Resolution.....	10
Letter of Commitment	12
Letter of Designation.....	13
Letter of Authorization.....	13
Letter of Support	14
GRANT REVIEW AND AWARD PROCESS	15
Grant Application Review Process.....	15
Grant Award Process	15
Grant Awards Conditions.....	15
Condition Subsequent.....	15
GRANT PROGRAM ADMINISTRATION.....	16
Grant Agreement	16
Reporting Process.....	16
Payment Request Process.....	16

GRANT CYCLE OVERVIEW

This resource document provides Applicants with a cycle overview, instructions about how to access and complete the application online, and information about grant administration. The online application Grant Management System Web (GMSWeb) webpage can be found at www.calrecycle.ca.gov/Grants/GMS/default.htm.

The Department of Resources Recycling and Recovery (CalRecycle) offers the Beverage Container Recycling Grant Program pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(5) authorizes up to \$1,500,000 annually in the form of grants for beverage container recycling programs. The purpose of the grant is to promote increased recycling of beverage containers throughout California and reduce beverage container litter in the waste stream.

ELIGIBLE APPLICANTS

Only one application per qualifying entity will be accepted. Eligible applicants may submit an individual or regional application. Eligible applicants include:

- California cities, counties, other local government entities, Joint Powers of Authorities and special districts
- Public colleges and universities, public K-12 schools and school districts
- Private businesses generating four or more cubic yards of solid waste per week
- Non-profit organizations
- Qualifying Indian Tribes. A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which:
 - (1) is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
 - (2) can establish that it is a government entity and which meets the criteria of the grant program

REGIONAL APPLICATION REQUIREMENTS

Local governments may join together in a regional program. A regional grant application is one in which two or more eligible jurisdictions join together in a regional partnership for the purpose of grant implementation. A Regional Lead jurisdiction must be designated to act on behalf of all participating jurisdictions (see “Resolution Information” for specific instructions regarding authorization documentation). The Regional Lead is the Grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Regional Lead. If a jurisdiction is a participant in a regional program, it may not apply individually.

ELIGIBLE PROJECTS

CalRecycle is seeking projects that implement new or enhance existing programs to provide convenient beverage container recycling opportunities in various locations statewide. Eligible projects include, but are not limited to, the following locations:

- (1) Multifamily dwellings (five units or more)
- (2) Public colleges and universities, Public K-12 schools and school districts
- (3) Entertainment/hospitality venues
- (4) Community events including, but not limited to, those sponsored by local jurisdictions
- (5) Parks/recreational areas
- (6) Private businesses generating four or more cubic yards of solid waste per week

AVAILABLE FUNDS

- A total of \$1,500,000 is available for this grant cycle, Fiscal Year (FY) 2013/14, subject to funding availability.
- \$5,000 is the minimum available for grant awards.
- \$250,000 is the maximum available for grant awards.

NOTICE TO PROCEED

The Notice to Proceed is a formal notification from CalRecycle authorizing the grantee to begin the Grant Project and incur costs. It is issued after the Grantee and CalRecycle have both executed the Grant Agreement.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on June 30, 2016. This is also the date the Final Report and Final Payment Request are due to CalRecycle.

Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. In all cases, eligible program costs must be incurred no later than June 30, 2016.

CalRecycle recommends reserving the period from April 1, 2016 to June 30, 2016 exclusively for the preparation of the Final Report and Final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Report and Final Payment Request are only eligible for reimbursement during the Grant Term.**

ELIGIBLE COSTS

Eligible costs may be incurred only the grant term when the Grantee receives a Notice to Proceed from CalRecycle and ends on June 30, 2016 (*see "Grant Term"*).

Eligible costs include, but are not limited to:

- Personnel (start up only: recycling coordinator, salaries/wages for those directly involved with the project)
- Purchase of equipment or materials (infrastructure for project: beverage container recycling bins/receptacles, cluster bins, lids, receptacle liners, signage, brochures, installation costs for equipment, service cart for use in collection of materials, laptops, ipads, computers, vehicles, etc.)
- Operating expense associated with project activities
- Education and outreach promoting beverage container recycling

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to the date of the Notice to Proceed letter or after June 30, 2016
- SWAG/Promotional Items not related to the project (e.g. -shirts, magnets, cups, gift cards, stickers, tote bags not used as recycled bins, calendars with not educational component, trophies, awards, plaques)
- Trash bins
- Equipment not related to the project
- Personnel (permanent staff and/or staff not related to the project)
- Costs for establishing a recycling center
- Education and outreach not related to the project
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Costs deemed unreasonable or not related to the grant project by the Grant Manager

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and received by July 3, 2013: via email at: BevContainerGrants@CalRecycle.ca.gov

Questions received by any other method or after July 3, 2013 will not be accepted. Periodically during the Question and Answer (Q&A) period, Qs&As will be posted on the Qs&As website www.calrecycle.ca.gov/BevContainer/Grants/BevContainer/FY201314/QandA.htm. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Qs&As will be posted approximately one week after the deadline and are subject to updates. It is the Applicant's responsibility to check this website for the latest information.

**TIMELINE FOR BEVERAGE CONTAINER RECYCLING GRANT (COMPETITIVE) RBC25,
FY 2013/14**

Date	Activity
July 3, 2013	Question and Answer Period <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
July 5, 2013	<ul style="list-style-type: none"> • All answer will be posted (Tentative)
July 17, 2013	Application Due Date <ul style="list-style-type: none"> • Applications must be submitted in GMSWeb by this date • Customer service will only be available until 5:00 p.m. on this date
August 20, 2013	Secondary Due Date If Resolution not submitted with the application Approved Resolution must be uploaded in GMSWeb by this date
December 2013	Grants Awarded CalRecycle considers funding recommendations, and if approved, awards grants during this month (tentative)
June 30, 2016	Grant Term Notice to Proceed to this date May incur program or project costs after issuance of the Notice to Proceed to this date
June 30, 2016	Final Report, Final Payment Request and Request for 10% withhold Deadline

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMSWeb). Access to GMSWeb is secure; therefore you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass site \(https://secure.calrecycle.ca.gov/WebPass/\)](https://secure.calrecycle.ca.gov/WebPass/).

After logging into [GMSWeb \(https://secure.calrecycle.ca.gov/Grants\)](https://secure.calrecycle.ca.gov/Grants), select "Grant Application Search" on the left. Open grant cycles are displayed in a table. Find Beverage Container Recycling Grant (Competitive) Program, RBC25 FY 2013/14 and select "Apply."

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about requirements for each tab is listed below.

Summary

This tab provides a summary of the application, directions, and resources. In addition, it contains several checklists to assist Applicants with completing the application:

- Application Checklist
- Required Document(s) By Application Due Date
- Other Supporting Document(s) as applicable for your Application/Project
- Required Document(s) By Secondary Due Date

The checklists are provided for the Applicant's convenience and are not intended to be all inclusive. It is the Applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant

The Applicant's name is entered in this tab. The Applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded.

- Department or unit names are not included in the Applicant name.
- County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."
- Every application must have a Lead Applicant even if it is an individual application with no participating jurisdictions. ~~Setting the Lead Applicant is a separate step in the application process.~~ See GMSWeb instructions for more information.
- For Regional Applications, add the name of each eligible participating jurisdiction.

For a list of eligible applicants, see the Grant Cycle Overview section entitled "Eligible Applicants."

Detail

This tab contains several required elements of the application.

- Enter a dollar amount in the Grant Funds Requested field. A minimum of \$5,000 may be entered. Do not exceed the maximum grant award amount of \$250,000. Please round all amounts to the nearest whole dollar.
- Matching Funds are not required for this grant, skip the Matching Funds field.
- Enter the Applicant's department name, e.g., "General Services". If the Applicant does not have a department the Applicant's name may be entered.
- Enter the Assembly Districts and Senate Districts for the applicant, to select more than one district hold the "Ctrl" key while selecting the numbers.
- Project Summary/Statement of Use: Provide a brief description (3-5 sentences) of the proposed project.

- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.

Contacts

The application must include only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the bottom of the contact's detail screen. The contact will be able to log into GMSWeb using his/her own CalRecycle WebPass and access the application.

Primary Contact	One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
Secondary Contact	A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
Signature Authority	The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable). <i>Please see Applicant's Documents section for more information about documentation for Signature Authorities.</i>
Consultant	A professional who provides advice in a particular area of expertise. If the Applicant is awarded a grant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the Applicant and the consultant outlining work to be performed. (Not required)

Budget

Complete the Budget document provided on the Summary tab, in the Application Documents section. Transfer the total of each budget category from the document into the budget tab. The Budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the Budget tab. Total budgeted amount must equal the Grant Funds Requested amount.

See Grant Cycle Overview section entitled "Eligible Costs" and Scoring Criteria Guidelines section entitled "Budget" for further information.

Address/Site(s)

~~All applications must contain a payment address. The following information must be entered in each field under the Address tab:~~

- ~~• Enter the **department name only** (do not include the applicant name in this field).~~
- ~~• Choose Payment Address as the Address/Site Type.~~
- ~~• Enter the complete mailing address.~~
- ~~• The budget amount or summary fields are not required for the payment address entry.~~

Applicants who have multiple project sites are required to enter an entry for each project site(s) under the Address/Site tab. The following information must be entered in each field under the Site tab:

- Enter the Site Name(s).
- Select the appropriate Site Type: Multi-family, College/University, K-12 schools, Public School, Private Businesses, Community Events, Parks/Recreational Areas, Businesses, or Entertainment/hospitality.
- Budget Amount: enter the amount for each individual project. If you have multiple project sites, the total for all projects should equal the total requested amount.
- Summary: provide a brief summary of each project site funded by grant funds.

Documents

Application documents must be uploaded to the Documents tab to complete the application. When uploading a document, enter a unique title, select the appropriate document type from the drop down list, and **enter the date it was executed/signed**, if applicable, or select “today’s date.”

After all the application documents are uploaded, print the Application Certification from the Application Submission section of the Summary tab. The Applicant must obtain a signature from the authorized Signature Authority, scan the document, upload it, and retain the original hard copy document. After the Application Certification document is uploaded in the online application, the Submit Application button will be enabled.

See the section entitled “Application Documents” for more information about document requirements.

APPLICATION DEADLINE

Applications must be submitted in GMSWeb no later than July 17, 2013. Customer service will only be available until 5:00 p.m. on the application due date.

APPLICATION DOCUMENTS

Each Applicant must upload certain documents in addition to filling out the application. The application is not complete until all required documents have been uploaded to the Documents tab of the GMSWeb application.

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab, in the Application Documents section. To access the document, you must click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Below is a list and examples of some of those documents.

SCORING NARRATIVE CRITERIA

Each section of the form must have a response. If there is no response for an item the application may be considered non-responsive and the application may be disqualified. If the response to an item is “Not Applicable” or “None,” so state in the space or Section provided for that item. Failure to submit any required information may cause the application to be deemed incomplete and be disqualified.

Project Description (10 Points)

Description is detailed, clear and identifies target audience (includes documentation of commitment from target audience) and region where activities will take place. Demonstrates multiple, committed partnerships and extensive coordination with other agencies, organizations or entities. Partnerships are evidenced by letters of commitment and/or other signed documents which explain the relationship and outline contributions.

Project Need, Goals and Objectives (20 Points)

Provides a thorough explanation of why the project is needed. Explains how the project will increase collection rates, benefit the community and the environment. Describes the existing beverage container collection system in the area (if any) and includes how the project will improve the existing system. Identifies (if any) underserved area or areas having limited beverage container recycling capacity or infrastructure. Identifies challenges the project will address and how the project will provide a solution. Describes the effort to research the project and includes documented data as evidence to prove the project is the most effective system for capturing CRV material in the targeted area. The goal(s) and objective(s) are clear, measurable, and support the grant focus. Provides baseline data and relevant objectives for achieving the goal.

Work Plan (10 Points)

Identifies major activities, tasks, committed partnerships with other agencies, organizations or entities and deliverables required to successfully complete the project within the grant term and with available resources. Provides a logical time frame for accomplishing the activities with start and completions dates, including 12 months of CRV volume collection.

Budget (20 Points)

Provides a complete, itemized cost breakdown consistent with project activities. All line items are necessary, reasonable and cost effective. Line items are clearly described and justified. Provides bids, estimates or other documents to support the requested costs. Identifies budgetary contributions and/or matching funds (other than the CalRecycle's) and cost savings derived from volunteers or in-kind services. Includes letters of support identifying financial contributions. Amount requested provides the most effective collection of beverage containers per dollar for project type.

Performance Measures (10 Points)

Identify methodologies for providing baseline and collection data. Describes how interim progress and final outcome/success of the project will be measured and evaluated. Describes how evaluation findings will be used to modify/improve the project.

Project Sustainability (20 Points)

Identifies the necessary resources including specific funding sources and costs for ongoing operation (after the grant term ends) and how costs will be covered without additional CalRecycle funding. Provides letters of commitment from partnerships and/or financial resources for continuing the project after the grant term ends. Describes how the project will continue to be monitored and evaluated. Identifies how materials and equipment purchased by grant funds and project systems will be retained and secured (to prevent theft/damage). Identifies who will be responsible for monitoring and evaluating.

Quality of the Proposal (10 Points)

Proposal is clear, concise and provides adequate detail and data. Project is well planned from beginning to end, and identifies the resources required.

TOTAL POSSIBLE CRITERIA POINTS (100 Points)

A minimum score of 70 points must be obtained in order to be considered.

Bonus Points/Additional Considerations: (10 points)

Up to ten (10) bonus points will be awarded to valuable and sustainable projects that assist local jurisdictions in meeting AB 341-Mandatory Commercial Recycling (MCR) requirements. Businesses and public entities generating four or more cubic yards of solid waste per week and multifamily residential dwellings with five units or more are included in this mandate. (For additional information refer to CalRecycle's website www.calrecycle.ca.gov/recycle/commercial/).

OVERALL POSSIBLE SCORE (General Review Criteria and Bonus Points 110 Points)

WORK PLAN

List the major activities, steps or tasks necessary to implement your project, including start and completion dates. Provide a logical timeframe for activities, taking into consideration the potential for delays. Include 12 months of CRV volume reporting after the date the program is in place.

EXAMPLE

MAJOR MILESTONE(S)	START DATE	COMPLETION DATE
Establish baseline data	December 2013	January 2014
List goal/tasks #1, i.e. obtain bids, submit to grant manager bids to order bin labels and recycling bins	December 2013	January 2014
List goal/tasks #2, i.e. purchase and install bins	December 2013	Ongoing
List goal/task #3, i.e. create and distribute educational material	December 2013	Ongoing
List goals/tasks #4, i.e. hire staff	December 2013	Ongoing
List goal/task #5, i.e. collect volume data	December 2013	Ongoing
i.e. Hold stakeholder meeting to develop social marketing plan	April 2014	May 2014
i.e. Finalize social marketing plan	April 2014	May 2014
i.e. Implement social marketing campaign	April 2014	May 2014
i.e. Conduct monthly recycling weight tracking and progress reports	March 2014	March 2014
i.e. Conduct yearly survey of student, faculty, staff recycling behaviors	November 2014	Ongoing
i.e. Schedule stakeholder meeting to revisit social marketing plan	October 2014	October 2014
i.e. Conduct recycling bin audit	October 2014	November 2014
Submit quarterly progress report (January-March)	April 2014	April 2014
Submit quarterly progress report (April-June)	July 2014	July 2014
Submit quarterly progress report (July-September)	October 2014	October 2014
Submit quarterly progress report (October-December)	January 2015	January 2015
Submit quarterly progress report (January-March)	April 2015	April 2015

Submit quarterly progress report (April-June)	July 2015	July 2015
Submit quarterly progress report (July-September)	October 2015	October 2015
Submit quarterly progress report (October-December)	January 2016	January 2016
Submit quarterly progress report (January-March)	April 2016	April 2016
Submit draft final report to Grant Manager	June 1, 2016	June 15, 2016
Submit final report and final invoice to Grant Manager	June 15, 2016	June 30, 2016
Last day to incur costs		June 30, 2016
Grant terminates		June 30, 2016

BUDGET

Complete the Budget document. Include total anticipated project costs broken down by Personnel, Equipment, Administrative, and Operating Expenses.

EXAMPLE

PERSONNEL		
<i>List Name, Title, Total Hours, and Rate of pay.</i>		
Joe Smith, Grounds Department Maintenance Worker, 80 hrs @ \$20 hr		\$1,600
John Smith, ABC Engineering, Manager, 80 hrs @ \$45 hr		\$3,600
Jill Smith, Recycling Coordinator, 80 hrs @ \$25 hr		\$2,000
	Subtotal	\$7,200
<u>EQUIPMENT</u>		
Recycling Bins		\$70,000
Signs & Sign plates to be installed on new recycling bins		\$2,000
	Subtotal	\$72,000
<u>ADMINISTRATIVE/OPERATING EXPENSES</u>		
Supplies including but not limited to gloves and plastic liners.		\$2,000
Outreach and education material including but not limited to webpage, signage, banners, posters and flyers.		\$8,000
	Subtotal	\$10,000
	TOTAL BUDGETED PROGRAM EXPENSES	\$89,200

APPLICANT'S DOCUMENTS

The following provides information and examples of documents that you, as the Applicant, must provide. It is the Applicant's responsibility to ensure that the documents necessary to complete its application are uploaded to the Documents tab of GMSWeb.

Resolution Information

-for Applicants subject to a governing body, e.g., City Council, Board of Directors

A copy of the authorizing Resolution is a required application document. However, if the Applicant needs additional time to obtain the Resolution, it must be uploaded no later than the secondary due date of **August 20, 2013** or the application will be deemed incomplete and will be disqualified.

Applicants that are subject to a governing body must submit a Resolution that specifically authorizes certain grant-related matters. The following identifies the required Resolution provisions.

- The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the Applicant is eligible.

- The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution submitted to CalRecycle does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
- The Resolution must identify the job title of the person authorized to sign all grant-related documents necessary to implement and close-out the grant(s) (Signature Authority).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title. The Signature Authority must sign a Letter of Designation prior to the Designee's exercise of his/her authority.

Regional Applications:

- The Lead Applicant must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead Applicant and specifically named regional participants, and includes authorization letters with original signatures dated within the last 12 months from the participating jurisdictions authorizing the Lead Applicant to act on their behalf for this cycle. (see example below)
- If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove regional participants with each new application without the necessity of obtaining a new Resolution).
- Regional participants subject to a governing body must provide a letter of authorization, dated within the last 12 months, to the Regional Lead authorizing the Lead Applicant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date. *Please see Letter of Authorization section.*

Resolution Example

The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for the application.

**RESOLUTION OF THE (Name Of The Governing Body)
APPROVING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS
FOR WHICH (Name Of Applicant) IS ELIGIBLE**

The following "Whereas" provisions are applicable to all CalRecycle grants; however, they are not required.

WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), to administer various Grant Programs (grants) in furtherance of the state of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an Applicant's governing body to declare by Resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of application(s) to CalRecycle for (choose one of the following options) 1) (names(s) of specific grants) or 2) all grants for which **(Name of Applicant)** is eligible. [Note: this provision is either/or; do not include both options]; and

BE IT FURTHER RESOLVED that the **(Job Title)**, or his/her designee is hereby authorized and empowered to execute in the name of the **(Name of Applicant)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for (*choose one of the following options*) 1) five (5) years from the date of adoption of this Resolution **or** 2) for a period less than five years (**insert Time Period: from Month, Day, Year through Month, Day, Year**). [Note: this provision is either/or; do not include both options.].

Letter of Commitment Information **-for Applicants not subject to a governing body**

Applicants, who are not subject to a governing body, must upload with the application, a letter on Applicant's letterhead, dated, and signed by a person with authority to contractually bind the Applicant. The document with the original signature must be maintained in Applicant/Grantee grant file. This letter must:

- authorize submittal of the Beverage Container Recycling Grant Program application on behalf of applicant; and
- designate the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority); and
- authorize the Signature Authority to delegate this authority (*not required but encouraged*).

Letter of Commitment Example

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the application

Date

I am **(Job Title)** of **(Name of Applicant)**. I am authorized to contractually bind **(Name of Applicant)**. Pursuant to this authority, I hereby 1) authorize the submittal of an application for the Beverage Container Recycling Grant Program; 2) authorize **(Job Title)** as our Signature Authority to execute all grant documents necessary to secure grant funds and implement the approved grant project; documents include, but are not limited to, applications, agreements, amendments and requests for payment; and, 3) authorize our Signature Authority to delegate this authority. The following information more specifically identifies our Signature Authority:

Name & Job Title
Mailing Address
City, State, Zip Code
Telephone Number

Letter of Designation Information

- A *Letter of Designation (LOD)* is required when the authorized Signature Authority delegates his/her authority to another person. The approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. The letter must be submitted prior to the Designee's exercise of his/her authority. If the Designee signs any document in the application, the letter must be submitted with the application. The letter must:

- be on the Applicant's letterhead
- be dated after the effective date of the approved Resolution
- identify the job title of the Designee
- identify the scope of the Designee's authority
- identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until December 31, 2013, then the LOD may be effective only until December 31, 2013)
- be signed by the Signature Authority

Letter of Designation Example

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the application.

Date

Pursuant to the Resolution authorizing an application for the Beverage Container Recycling Grant Program, I am the designated Signature Authority for **(Name of Applicant/Grantee)**. I am authorized by the Resolution to execute on behalf of **(Name of Applicant/Grantee)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved Grant Project for this grant. The Resolution also authorizes me to delegate this authority. Accordingly, I hereby delegate this authority to the **(Job Title of Designee)**. This delegation is effective as long as the Resolution is in effect.

The current **(Job Title)** is identified below:

Name & Job Title

Mailing Address

City, State, Zip Code

Telephone Number

Letter of Authorization Information

A Letter of Authorization is a letter submitted by a jurisdiction (Regional Participant) to authorize another jurisdiction (Regional Lead) to apply for and to act on its behalf in the implementation and administration of the CalRecycle Grant/Program. The Letter(s) must be uploaded no later than the secondary due date of August 20, 2013, or the participating jurisdiction will be removed from the application.

The letter must be on the participating jurisdiction's official letterhead and dated within 12 months prior to the application deadline. The letter must authorize the submittal of the regional grant/program application, designate the Applicant as the lead agency, and be signed by an individual authorized to contractually bind the Applicant. The document with the original signature must be maintained in Applicant/Grantee grant file.

Letter of Authorization Example

Date

I am **(Job Title)** of **(Name of Regional Participant)**. I am authorized to contractually bind **(Name of Regional Participant)**. Pursuant to this authority, I hereby authorize **(Name of Regional Lead Agency)** to submit a regional application and act as Lead Agency on behalf of **(Name of Regional Participant)**. The **(Name of Regional Lead Agency)** is hereby authorized to execute all documents necessary to implement the grant under the Beverage Container Recycling Grant Program, BCRG25.

Signature

Name & Job Title

Mailing Address

City, State, Zip

Letter of Support Information

A Letter of Support can be very influential in determining whether or not your project/program is worthy of funding. Most letters have three parts: an opening statement that identifies the project/program where funds are being sought, one or two middle paragraphs that indicate the relationship of the writer to the effort seeking funding, and a closing statement.

Be sure all your supporters address the same person at the same address. Additionally, all supporters must have the correct proposal details such as title of grant program, title of your project, etc. Lastly, be sure all letters are completed in the proper style with the proper original signature.

If your project consists of partnering up with a consultant, hauler, etc. you will need to obtain a letter of support specifying what the consultant(s)/collaborator(s) will contribute to the project.

Letter of Support Example

Date

Ms. Mary E. Wilfert
NCAA CHOICES Program
P.O. Box 6222
Indianapolis, IN 46206-6222

Dear Ms. Wilfert:

It is my pleasure write a letter in support of the proposal (Applicant Name) being submitted to the CHOICES Program by our (Department Name) at Albion College.

Include language here about the writer's relationship/knowledge of the situation and how project/program will impact it.

In conclusion, I fully support the efforts of the (Applicant Name) as they seek external funding to support a program designed to (whatever you are targeting). For example "Any programs that can help our students make better decisions about drinking and its consequences will benefit our students, campus, and the community at large." You need a very concise and strong closing summary statement.

Sincerely,

(Original signature "John Doe" here)
John Doe
Vice President for Student Affairs

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CalRecycle Staff will review the applications for completeness and eligibility. Only complete applications can be considered for award. A minimum score of 70 points must be obtained in order to be considered.

Grant Applications will be evaluated and scored by a CalRecycle review panel based on the approved *Scoring Criteria for Beverage Container Recycling Grant Program, RBC25 Cycle, FY 2013/14*. This document can be located on the Summary tab, in the Resources Document section.

The evaluation committee may suggest modifications to the Budget and/or Work Plan. All modifications are noted in the funding recommendation.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle Staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her designee; this is tentatively scheduled for October 2013. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

CalRecycle reserves the right to not award any grant funds under this cycle. Award of funding is contingent on the availability of funding.

GRANT AWARDS CONDITIONS

When awarded, this Grant will be subject to two conditions: 1) the recommended Grantee's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 60 days from the date of mailing by CalRecycle; and 2) the recommended Grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the Grant.

Failure to comply with either requirement will nullify the grant award (i.e., the Applicant will not receive a grant).

CONDITION SUBSEQUENT

After the Grant Agreement has been executed by both parties, the Grant will be subject to the following condition subsequent: The Grantee may not file for protection under Chapter 9 of the U.S. Bankruptcy Code or declare a fiscal emergency any time within the Grant Term.

If you believe that either of these events is likely to occur in your jurisdiction during the Grant Performance Period, please consult your attorney.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of Grant awards, Grantees will be emailed the following:

- Award letter
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
Note: See www.calrecycle.ca.gov/BevContainer/Grants/BevContainer/FY201314/default.htm to download the Terms & Conditions.
- Exhibit B –Procedures and Requirements: contain specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.
Note: See www.calrecycle.ca.gov/BevContainer/Grants/BevContainer/FY201314/default.htm to download a draft of the Procedures and Requirements.
- Exhibit C –Application. Grantee's Approved Application with revisions, if any, and any amendments*

* The Work Plan and Budget are submitted with and are a part of the Grantee's Approved Grant Application, and are incorporated into the Grant Agreement by reference.

REPORTING PROCESS

Grantees are required to report on the progress of their Grant on a quarterly basis. The Final Report is due on June 30, 2016. Detailed reporting information is included in the Procedures and Requirements – Exhibit B of the Grant Agreement.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent (10%) of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Report, the Final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures and Requirements or failure to receive the Grant Manager's approval of these documents by June 30, 2016, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements – Exhibit B of the Grant Agreement.